

SAMPLE BYLAWS OF Your Neighborhood Association

The following shall be known as the bylaws of the _____ ***Your Neighborhood Association*** (or Corporation if it is incorporated generally as a non-profit corporation), the bylaws are the rules of self government of the Neighborhood Association. These bylaws are the set of rules by which the Neighborhood operates on a daily basis, votes and settles disputes that may arise from time to time, and they are binding on all those members associated with this Neighborhood Association. If the Bylaws are found to be inconsistent with State Law, then State Law will override.

ARTICLE ONE

Name

The name of this organization shall be _____ Neighborhood Association, a non-profit organization, hereinafter referred to as the Association.

ARTICLE TWO

Purpose

The purpose of the Association is to seek to improve the quality of life in the neighborhood in matters of land use, environmental protection, public services, consumer protection, preservation of the historic and unique character of the community; to provide support in other matters of neighborhood concern and to promote and participate in the civic life of the City and County.

ARTICLE THREE

Objectives

The objectives of this association are to:

1. Represent and advance the interests of residents in the neighborhood.
2. Keep all residents informed of issues vital to the neighborhood by appropriate communications and meetings.
3. Establish standing and ad-hoc committees to investigate and make recommendations to the association on all matters of neighborhood concern.
4. Seek the improvement of dwellings by residents and absentee owners.
5. Establish mutual protection and safety.
6. Improve safety of the streets through better traffic control.

7. Facilitate the education of residents regarding available options relating to home ownership, zoning, rights, etc.

8. Work toward development and preservation of natural green spaces, parks, trees, landscaping and general' land-use management.

9. Develop, adopt, and monitor a neighborhood plan, including an inventory of land uses and facilities.

ARTICLE FOUR

Boundaries

The boundaries of this neighborhood shall include: .

ARTICLE FIVE

Membership

Section 1 — Eligibility

a. Membership in the association is voluntary and shall be open to all persons 18 and over residing in the neighborhood.

b. Membership shall be issued to individuals upon payment of annual dues (see also article V, section 3 regarding eligibility to vote).

Section 2 — Dues

a. Dues shall be paid at the beginning of each fiscal year according to the following schedule:
\$_____ per household (or individual) . [*or as set by a vote of the membership*]

b. All memberships expire at the end of each fiscal year. Dues are required to be paid within 30 days of the end of the Association fiscal year. If dues are not paid by the due date, the member loses all voting rights and rights to membership until all dues are paid.

ARTICLE SIX

Voting

Section 1

A quorum shall be necessary for the transaction of association business. A quorum shall be constituted with _____ or more members present.

Or: A minimum of _____ members present.

Section 2

An affirmative vote of more than fifty per cent of the members present and voting shall be binding on the association.

ARTICLE SEVEN

OFFICERS

Section 1 — Executive Officers

The officers of the Association shall be elected from the active membership and shall be a president, vice-president, secretary, treasurer, newsletter editor, and delegate to neighborhood umbrella groups such as CONA. These elected officers shall be members of the executive committee.

Section 2 — Elections

Officers shall be nominated for one-year terms at the Association Annual meeting that is held on or about _____ (date). Elections shall be by secret written ballot and shall be opened and counted as the first order of business at the Annual meeting. Officers-elect shall be installed immediately thereafter.

Section 3 — Nominations

Nominations for officers may come from the general membership, and must be received by the executive committee no later than one week prior to the Annual meeting at which the executive committee will present the slate of nominees for election.

Section 4 - - Duties of Officers

The President shall preside at all meetings of the Executive Committee and the Association and shall be an ex-officio member of all committees. The president shall be empowered to speak on behalf of the Association consistent with the objectives and prior resolutions of the Association. Such statements shall be submitted to the members at the next regular meeting.

The Vice-President shall fulfill the duties of the President in the President's absence, shall chair the membership committee and shall serve as the parliamentarian of the Association.

The Secretary shall be responsible for keeping an accurate record of all business of the Association and for all outside correspondence of the Association.

The Treasurer shall be responsible for the Association monies, shall keep an accurate record of receipts- and expenditures, and shall co-sign all checks drawn on the account of the Association, and shall report each meeting on the balance in the account and the number of active members.

The Newsletter Editor shall be responsible for communication within the Association and shall give notice of all regular meetings to the area residents.

This notice shall take the form of the newsletter, the content of which shall be consistent with the purposes of the Association and shall be subject to approval by the Executive Committee.

In the absence of an Association Newsletter notice of meetings shall be by

The CONA Delegate shall attempt attend all meetings of the

Council of Neighborhood Associations and shall be responsible for all communication between the Association and CONA. A first and second alternative delegate shall be appointed each year by the Executive Committee to serve in case of the Delegate's absence.

Section 5 — Removal from office

Any officer may be removed from office for cause at any meeting by two-thirds of the membership present and voting, providing that notice has been furnished to the membership by mail at least two weeks prior to said meeting.

Section 6 - - Replacement of Officers

When necessary, vacant offices may be filled at any meeting by the Executive Committee for the unexpired portion of the term.

ARTICLE EIGHT
MEETINGS AND ORGANIZATION

Section 1 — Regular Meetings

Meetings of the general membership of the Association shall be held once each quarter as set by the Executive Committee

Section 2 — Special Meetings

Special meetings may be called by the Executive Committee. A special meeting may also be called by a petition signed by ____ members or by the Association President or Executive Committee.

Section 3 — Fiscal year

The fiscal year of the Association shall run from _____ to _____.

ARTICLE NINE
COMMITTEES

Section 1 — Executive Powers

The Executive Committee shall transact necessary business in the intervals between regular meetings and such other business as may be referred to it by the Association, and shall appoint all committees and approve the work of such committees.

Section 2 - - Executive Committee

- a. The Executive Committee shall consist of all officers, all chairpersons of committees and no more than 5 members appointed by the President.
- b. The President serves as presiding officer. This committee shall conduct all business of the Association as required, and shall meet upon the call of the President or upon the call of three committee members. Meetings of the Executive Committee shall be open to interested members.

ARTICLE
TEN
SPECIAL PROVISIONS

Section 1

These bylaws shall become effective upon approval of two-thirds of the members present at the organizational meeting.

Section 2

Other provisions of these bylaws notwithstanding: officers may be elected immediately following approval of the bylaws and shall serve until new officers are elected and installed in accordance with the provisions of Article VII; dues paid by charter members shall constitute dues paid-in-full until the end of the next fiscal year.

Section 3

The end of a fiscal year shall be the time for electing officers, balancing financial records, and renewing membership.

Section 4

If the Association is dissolved, all assets shall be given to: _____.

ARTICLE ELEVEN
AMENDMENT OF BYLAWS

These bylaws may be amended at any regular meeting by a two-thirds vote of the members constituting a quorum provided that the amendment(s) has been submitted in writing to the membership at the previous meeting.

All corporate powers will be exercised by, or under the authority of the Board of Directors. The business affairs of the Corporation will be managed under the direction of its Board of Directors. The Board may consist of one or more individuals, who need not be Shareholders or residents of this state. The terms of the initial Directors or subsequently elected Directors will end at the next Shareholders' meeting following their election, at which time either new Directors will be elected or the current Directors will be reelected.

A director may resign at any time by delivering a written notice to the Corporation. A Director may be removed at any time with or without cause if the number of votes cast to remove him exceeds the number of votes cast not to remove him. Vacancies on the Board will be filled by the Shareholders in the manner described above.

The Directors of the Corporation are not liable to either the Corporation or its Shareholders for monetary damages for a breach of fiduciary duties unless the breach involves disloyalty to the Corporation or its Shareholders, acts or omissions not in good faith, or self dealing. The Corporation may indemnify the Directors or Officers who are named as defendants in litigation relating to Corporate affairs and the Directors or Officers role therein.

ARTICLE NINE

OFFICERS

Initially, the officers of the Corporation will be appointed by the Board of Directors. The officers of the Corporation will be at least those required by State Law, and any other officers that the Board of Directors may deem necessary. The duties and responsibilities of the officers will be set by, and will be under the continued direction of, the Directors. Officers may be removed at any time with or without cause, and may resign at any time by delivering written notice to the Board of Directors. If allowed by State Law, one person may hold more than one officer position.

PRESIDENT The President is the principal executive officer of the Corporation and in general supervises and directs the daily business operations of the Corporation, subject to the direction of the Board of Directors. The President is also the proper official to execute contracts, share certificates, and any other document that may be required on behalf of the Corporation. The President shall also preside at all meetings of Directors or meetings of Shareholders.

SECRETARY The Corporate Secretary will be responsible for the records of the Corporation which generally includes keeping minutes at any meeting, giving proper notice of any meeting, maintaining the Director and Shareholder registers and transfer records.

VICE PRESIDENT The Corporate Vice-President, if appointed, will be responsible for duties to be assigned by the Board of Directors.

TREASURER The Corporate Treasurer will be responsible for duties to be assigned by the Board of Directors, and, along with the President, signing stock certificates of the Corporation.

OTHER OFFICERS The directors may appoint other officers as they deem necessary.